

## General New Employee Orientation Checklist

The Office of the CFO welcomes you! To help you get started quickly and efficiently, this checklist is designed to give you a listing of tasks, training courses and other responsibilities including the resource for information or training you are to receive. Your supervisor will go over this list with you and your progress during your first 30 days of employment. If you have any questions regarding any of the knowledge areas or tasks, please ask them of your supervisor. All links listed can be accessed from the Laboratory's main website: [www.lbl.gov](http://www.lbl.gov) and most can be found by using the A-Z index located on the Laboratory home page.

### On Start Day

Done	Knowledge Area/Task	Resource
<input type="checkbox"/>	Get tour of working area and desk location	Supervisor or designee
<input type="checkbox"/>	Meet with HR to sign all documents	HR Representatives
<input type="checkbox"/>	Obtain parking pass and confirm available parking areas	Take Berkeley Lab Shuttle to Building 65A. Schedule and routes are found at: <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "S" and find "Shuttle Service." You will want the <u>Blue</u> route.  Find parking information by using the A-Z index, click on the "P" and find "Parking at Berkeley Lab" for parking information and maps.
<input type="checkbox"/>	Obtain Employee ID and temporary LDAP password from Bldg 65A after taking GERT online training (EHS0405)	Take Berkeley Lab Shuttle to Bldg 65A. Schedule and routes are found at: <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "S" and find "Shuttle Service." You will want the <u>Blue</u> route.
<input type="checkbox"/>	Familiarize self with new computer/laptop which should be set up at workstation	Contact Computer Help Desk (x4357), David (x2868) or Manuel (x4767) for assistance
<input type="checkbox"/>	Create personalized LDAP Password	Use instruction sheet given to you at Bldg 65A after you have received your security badge. This LDAP password will be needed for nearly all Laboratory system access to be sure that it is a password you will readily remember.
<input type="checkbox"/>	Obtain phone number, voicemail User Guide and record voicemail greeting, name and create security code.	See your supervisor or department administrator for your phone number as it must be arranged for you. Call Telephone Services (x7997) for other assistance.
<input type="checkbox"/>	Familiarize self with email system ( <a href="http://gmail.lbl.gov">http://gmail.lbl.gov</a> )	Information about your LBL email can be found at: <a href="https://commons.lbl.gov/display/google/Gmail+Help+Center+at+Berkeley+Lab">https://commons.lbl.gov/display/google/Gmail+Help+Center+at+Berkeley+Lab</a>
<input type="checkbox"/>	Obtain readily available office supplies as needed from supply cabinet/room	Supervisor or designee

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### Within first 30 days

Done	Knowledge Area/Task	Resource
<input type="checkbox"/>	Complete Job Hazards Analysis (JHA)	Link to the JHA can be found at: <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "J" and find "Job Hazards Analysis." Click on the "New Employee and Training" link to see the listing of courses.
<input type="checkbox"/>	Complete New Employee Orientation and Required Training Courses to include: <ul style="list-style-type: none"> <li>New Employee Briefing - Online</li> <li>Trafficking Victims Protection - Online</li> <li>New Employee Benefits Orientation (BLI0702) - Classroom</li> <li>Intro to EHS (EHS0010) - Online</li> <li>Computer Security Training (SEC0201) –Online</li> </ul>	Link to courses can be found at: <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "T" and find "Training Resources." Click on the "New Employee Orientation and Training" link to see the listing of courses. Some of these courses are online, some are classroom.  For classroom courses register via the Lab's Employee Self Service site. The link to the Employee Self Service site can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "E" and find "Employee Self Service."
<input type="checkbox"/>	Take the Personally Identifiable Information and Information Security Training Course (SEC0220)	Link to course may be found at: <a href="http://www.lbl.gov/cyber/training/PII/">http://www.lbl.gov/cyber/training/PII/</a>
<input type="checkbox"/>	Complete EHS0059 – Ergo Self-Assessment for Computer Users	Link to this can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "E" and find "Ergo Self-Assessment for Computer Users."
<input type="checkbox"/>	Complete Ergonomic Review (online and personal interview scheduled with Betsy Reyes or other divisional safety representative))	Link to this can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "E" and find "Ergonomics Request." Betsy Reyes; <a href="mailto:EAReyes@lbl.gov">EAReyes@lbl.gov</a> or (510) 486-5071
<input type="checkbox"/>	Sign up and complete all required courses based on JHA	Link to the Employee Self Service site can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "E" and find "Employee Self Service."
<input type="checkbox"/>	Complete Employee Benefits Enrollment	Link to this can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "B" and find "Benefits Information for Lab Employees." Once you get to the LBL Benefits home page, you'll want to select the link on the left called "At Your Service." A direct link: <a href="http://atyourservice.ucop.edu/">http://atyourservice.ucop.edu/</a>
<input type="checkbox"/>	Learn how to use calendaring system ( <a href="http://gcal.lbl.gov/">http://gcal.lbl.gov/</a> )	Information to use the Google Calendar at: <a href="https://commons.lbl.gov/display/google/Gcal+Help+Center+at+Berkeley+Lab">https://commons.lbl.gov/display/google/Gcal+Help+Center+at+Berkeley+Lab</a>
<input type="checkbox"/>	Learn how to use LETS for timekeeping (type "LETS" into address bar to access)	Just type "LETS" into any address bar and it will take you to the login site. Obtain project ID(s) from Supervisor for time entry.
<input type="checkbox"/>	Review position description and set 30/60/90 day goals with supervisor as applicable	Supervisor

## General New Employee Orientation Checklist

### Within first 30 days (continued)

Done	Knowledge Area/Task	Resource
<input type="checkbox"/>	View the Berkeley Lab Ethical Values and Conduct website	Link to site can be found in the A-Z Index under Ethics and Values
<input type="checkbox"/>	Complete the following Laboratory and Financial Introduction courses (online): <ul style="list-style-type: none"> <li>Contract 31 Overview</li> <li>Major Financial Roles and Responsibilities at LBNL</li> <li>LBNL Funds Control</li> </ul>	All of these courses are part of the full Core Financial Management Program. They are found on the OCFO Training Website here: <a href="http://www.lbl.gov/Workplace/CFO/training/course_catalog/CFMTraining.html">http://www.lbl.gov/Workplace/CFO/training/course_catalog/CFMTraining.html</a>
<input type="checkbox"/>	Learn how to access desktop remotely (if authorized)	See <a href="https://www.lbl.gov/wiki/bin/viewfile/Main/UpkDev?rev=1;filename=Using_Windows_Remote_Desktop_Connection.doc">https://www.lbl.gov/wiki/bin/viewfile/Main/UpkDev?rev=1;filename=Using_Windows_Remote_Desktop_Connection.doc</a> for detailed instructions
<input type="checkbox"/>	Obtain necessary Financial Management Systems (FMS) access	See <a href="https://commons.lbl.gov/display/ocfobs/System+Access">https://commons.lbl.gov/display/ocfobs/System+Access</a> for a list of contact points for specific systems access
<input type="checkbox"/>	Download/purchase needed software based on supervisor approval	Link to software available for download can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "S" and find "Software Licensing and Download." Obtain project ID from supervisor for chargeable software.
<input type="checkbox"/>	Gain appropriate eRoom access if needed	Supervisor
<input type="checkbox"/>	View eBay and order supplies as needed (if authorized by supervisor)	Link to eBay can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "E" and find "eBuy."
<input type="checkbox"/>	Learn building emergency evacuation procedures	Supervisor or Building Emergency Team member (names found on Emergency notice by work area exit doors)
<input type="checkbox"/>	Complete online travel reimbursement and policy training if needed (ask supervisor)	Link to Travel Department website can be found at <a href="http://www.lbl.gov">www.lbl.gov</a> , find the Index on the home page, click on the "T" and find "Travel Office." On the travel office home page, find the link "Training" and review information listed there.
<input type="checkbox"/>	Obtain office desk keys	Supervisor
<input type="checkbox"/>	View Lab Commons Wiki Site	<a href="https://commons.lbl.gov/">https://commons.lbl.gov/</a>
<input type="checkbox"/>	Complete this checklist and review with supervisor.	Employee and Supervisor

*New Employee: I've received the appropriate orientation information to enable me to make a smooth transition to LBL and my new role.*

*Supervisor: I've given my new staff member the necessary information to enable him/her to make the necessary and comfortable transition into the LBL and his/her role.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Supervisor: When completed, keep a copy of this document on file**